

NHDAMF Certified Organic System Plan For Processors & Handlers of Organic Products

1. Please fill out this questionnaire if you are requesting organic processor/handling certification.
2. Attach an **NHDAMF Organic Product Profile** sheet for each product requested for certification, a current schematic product flow chart, and a facility map for each facility. Use additional sheets if necessary.

SECTION 1: General Information			NOP Rule 205.201 and 205.401	
Applicant/company name			Organic certification number	
Owner/manager***		***Is this person AUTHORIZED to act on behalf of the company? Yes___ No___ If NO list name, address & telephone of person who is: _____		
Address		Phone/Fax		
City	State	Zip code	Email:	
List the number of processing/handling facilities to be certified: _____				
<i>**More than ONE facility requires separate applications for each site. Copies of this application may be made.</i>				
<u>CERTIFICATION FEES:</u>				
Certification Fee: <u>\$250.00</u> (for the location listed above)				
Number of additional Facilities: _____ x \$100 per = _____			TOTAL FEES SUBMITTED: _____	
NOTE: Inspection fees shall be calculated at a rate of \$35 per hour, and Travel expense at \$0.375 per miles. A separate invoice will be issued to the above APPLICANT after the completion of all inspection visits and subsequent inspection reports have been filed with the NHDAMF.				
Year company began	Number of employees	Name of person overseeing organic production	Government permits/licenses	
Type of processing/handling operation, e.g. bakery, canning, freezing, and general categories of organic products to be manufactured: <i>(Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.)</i>				
Estimated annual total production: _____ % organic _____ % non-organic				
List all noncompliances from last year's certification and state how the noncompliances have been addressed. <input type="checkbox"/> Not applicable				
List previous years certified organic and name of certifying agent.	List current organic certification by other agents.		Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a description of the actions taken to correct noncompliances.	

NON-ORGANIC PRODUCTS

List or attach a list stating the general categories of nonorganic products produced by your company.

☐ Not Applicable

SECTION 2: Labeling and Product Composition

NOP Rule 205.105, 205.270, 205.300-205.305 and 205.307-205.311

- The NOP Rule has 4 categories of products, which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients.
- The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water).
- All ingredients, identified, as "organic" in the ingredient list, must be certified by an accredited certifying agent.
- Ingredients sourced from non-certified, exempt, or excluded operations must not be identified or used as organic ingredients.

Please see: Section 205.101 Exemptions and exclusions from certification; and
Section 205.310(b) Agricultural products produced on an exempt or excluded operation.

Attach an Organic Product Profile sheet and copies of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes.

☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes.

☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (continued)**Are any non-organic agricultural ingredients used?**☐ Yes ☐ No

If yes, list all organic products which contain nonorganic agricultural ingredients: _____

If yes, describe your attempts to source organic ingredients: _____

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUP(S))"**NOTE:** At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed.List all products to be labeled "Made with organic (ingredients or food group(s))" and complete table below. ☐ None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel) ☐ None

List all products which contain less than 70% organic ingredients: _____

E. WATER➤ **Check ways water is used in processing:**☐ None used
☐ ingredient ☐ processing aid ☐ cooking ☐ cooling ☐ product transport ☐ cleaning organic products
☐ cleaning equipment ☐ other (specify): _____
➤ **Source of water:** ☐ municipal ☐ on-site well ☐ other, specify _____➤ **Does the water meet the Safe Drinking Water Act?**☐ Yes ☐ No*Attach copy of water test, if applicable.*➤ **What on-site water treatment processes are used?** ☐ None Specify: _____➤ **Is steam used in the processing or packaging of organic products?**☐ Yes ☐ No

If yes, describe how steam is used: _____

➤ **If steam has direct contact with organic products, do you use:**☐ No direct contact
☐ steam filters ☐ condensate traps ☐ testing of condensate ☐ testing of finished products
☐ other: _____
➤ **List products used as boiler additives:**☐ No boiler additives

➤ _____

*Attach MSDS and/or label information for boiler additives, if applicable.***Describe how you monitor water quality:** _____**How often do you conduct water quality monitoring?** ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other _____¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

SECTION 3: Assurance of Organic Integrity**NOP Rule 205.201(a), 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

1. Attach a complete written description or schematic product flow chart, which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
2. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?

☐ Yes ☐ No

- If yes, attach a list of these specific control points in your process and state how these were addressed to protect the organic integrity.
- If no, do you have plans to implement an organic integrity program?

☐ Yes ☐ No

C. MONITORING

Do you have a Quality Assurance program in place?

☐ Yes ☐ No

- If yes, what program do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ other: _____

Are any outside quality assessment services used (e.g. AIB)?

☐ Yes ☐ No

- If yes, name of company: _____

Product testing: (Check all that apply)

- ☐ ingredients tested prior to purchase ☐ ingredients tested upon receipt ☐ products tested during production
☐ finished products tested ☐ other: _____

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

- ☐ GE testing ☐ letters from manufacturers ☐ other: _____

Are ingredient samples retained?

☐ Yes ☐ No

- If yes, how long? : _____

Are finished product samples retained?

☐ Yes ☐ No

- If yes, how long?: _____

Do you have a product recall system in place?

☐ Yes ☐ No

- If yes, describe: _____

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)	CHECK IF CLEANING IS DOCUMENTED (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation: _____

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable

Check all cleaning methods used:

- ☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify: _____)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all food contact surfaces made of food grade materials?

☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

☐ Yes ☐ No

Where are cleaning/sanitizing materials stored? : _____

F. PACKAGING

Check types of packaging material used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil

☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify) : _____

Where are packaging materials stored?: _____

Are any fungicides, fumigants, or pest control products used in this storage area?

☐ Yes ☐ No

➤ If yes, describe use and list specific products: _____

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?

☐ Yes ☐ No

➤ If yes, describe exposure, including name of products used: _____

Are packaging materials reused?

☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use: _____

G. LABELS and LABELING of ORGANIC PROCESSED PRODUCTS

- Will the USDA Organic Logo be used on packaging/receipts/labels? ☐ Yes ☐ No
- Will the NHDAMF Organic Logo be used on packaging/receipts/labels? ☐ Yes ☐ No

ATTACH COPIES OF ALL LABELS WHICH DISPLAY EITHER OR BOTH OF THE USDA or NHDAMF ORGANIC LOGOS

H. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	I. D. NAME OR #	STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIALCONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site:**

I. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming Raw Ingredients:

In what forms are incoming products received?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags
- ☐ foil bags ☐ other (specify): _____

How are incoming products transported?: _____

If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

Are transport units used to carry non-organic products or prohibited substances? ☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Are organic products shipped at the same time as non-organic in the same transport units? ☐ Yes ☐ No

If yes, describe steps taken to segregate organic products: _____

Outgoing Finished Product:**➤ In what form are finished products shipped?**

☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ paper bags ☐ foil bags ☐ metal drums ☐ cardboard drums
☐ mesh bags ☐ cardboard cases ☐ plastic crates ☐ other (specify) _____

➤ How are outgoing products transported? _____**➤ Do you arrange outgoing product transport?** ☐ Yes ☐ No

➤ If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

➤ Are transport units used to carry nonorganic products or prohibited materials? ☐ Yes ☐ No

➤ If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?: _____

➤ Is the inspection/cleaning process documented? ☐ Yes ☐ No

➤ Are organic products shipped at the same time as nonorganic in the same transport units? ☐ Yes ☐ No

If yes, check steps taken to segregate organic products:

☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other : _____

Use of pest control products must be documented and included as part of the Organic Handling Plan.
Attach a facility map showing the location of traps and monitors, and submit pesticide labels & MSDS sheet.

Pesticide use information for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	PEST CONTROL COMPANY NAME & DATE OF LAST APPLICATION

Are records kept of all pesticide applications? ☐ Yes ☐ No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials: _____

SECTION 5: Record Keeping**NOP Rule 205.103**

NOP Rule requires that records be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

- ☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
☐ quality test results ☐ Certificates of Analysis ☐ receiving records ☐ copies of Certificates of Organic Operation
☐ verification of non-GMO ingredients ☐ documentation that organic ingredients are not commercial available, when using non-organic ingredients in products labeled as "100% organic" and/or "organic" ☐ other (specify): _____

In-Process:

- ☐ ingredient inspection forms ☐ blending reports ☐ production reports ☐ equipment clean-out logs
☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
☐ other (specify): _____

Storage:

- ☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify): _____

Outgoing:

- ☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
☐ copies of Certificates of Organic Operation ☐ shipping summary log
☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system: _____

Can your record keeping system track the finished product back to all ingredients?

☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out?

☐ Yes ☐ No

SECTION 6 : Affirmation**NOP Rule 205.100, 205.400 and 205.401**

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations and NH RSA 426:6, and PART AGR 910. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager _____ Date _____

I have attached the following additional documents:

- | | | |
|--|---|---|
| <input type="checkbox"/> product flow chart | <input type="checkbox"/> facility map | <input type="checkbox"/> Organic Product Profiles |
| <input type="checkbox"/> pest management map of traps and monitors | <input type="checkbox"/> water test, if applicable | <input type="checkbox"/> MSDS, if applicable |
| <input type="checkbox"/> organic product labels | <input type="checkbox"/> labels for minor ingredients | |
| <input type="checkbox"/> labels for other substances used (boiler additives, cleansers, or pesticides) | <input type="checkbox"/> other (specify) | |
| <input type="checkbox"/> I have made copies of this Organic Handling Plan and other supporting documents for my own records. | | |

Submit completed form, fees, and supporting documents to:

NEW HAMPSHIRE DEPT OF AGRICULTURE, MARKETS & FOOD

DIVISION OF REGULATORY SERVICES

PO BOX 2042

CONCORD NH 03302-2042

(603) 271-3685

NHDAMF Organic Product Profile

Applicant/company name		Date	Name of Product Requested for Certification Percentage of Organic Ingredients ²				%
Check which labeling category this product meets. Attach samples of labels for all products for which this Organic Product Profile is used. <input type="checkbox"/> "100% organic" <input type="checkbox"/> "organic" (≥95% organic ingredients) <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients)"							
Product Composition: Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients.							
INGREDIENT ³ (INCLUDE ADDITIVES)	CHECK IF INGREDIENT IS CERTIFIED ORGANIC (✓)	SUPPLIER	CERTIFYING AGENT	IF NON- AGRICULTURAL, CHECK IF INGRED. IS ON THE NATIONAL LIST (✓)	HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓): EXCLUDED SEWAGE METHODS ⁴ SLUDGE IONIZING RADIATION	CHECK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALY AVAILABLE ⁵ IN ORGANIC FORM (✓)	% OF FINISHED PRODUCT
Does this product include organic and nonorganic forms of the same ingredient?⁶ If yes, list the specific organic and nonorganic forms of the same ingredient.							
Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.							
PROCESSING AID	CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC ⁷ (✓)	IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓)	SUPPLIER	CERTIFYING AGENT			

² Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).

³ All products labeled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulfites, nitrates or nitrites added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").

⁴ Excluded methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

⁵ For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with.....".

⁶ Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.

⁷ Required for products labeled as "100% organic".

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